This document defines the policy and expectations of students that want to volunteer at the Colorado Space Grant Consortium at the University of Colorado at Boulder and is written for the benefit of the student volunteer and staff.
Background:
The Colorado Space Grant Consortium (COSGC) is a NASA funded organization and is a part of the National Space Grant program. There are 52 consortia in the National Space Grant program, with one consortium in each state, in addition to Puerto Rico and Washington, D.C. The mission of the COSGC is to provide space-related, hands-on learning opportunities to college and university students around the state. The COSGC is made up of the following academic institutions: Colorado Mesa University (Grand Junction), Western State Colorado University ( Gunnison), Fort Lewis College (Durango), Adams State University ( Alamosa), Colorado State University Pueblo, Pike Peak Community College (Colorado Springs), University of Colorado - Colorado Springs, Metro State University (Denver), Colorado School of Mines (Golden), University of Northern Colorado (Greeley), University of Colorado at Boulder, Community College of Aurora, Trinidad State Junior College, Community College of Denver, Pueblo Community College, and Colorado State University ( Ft. Collins). At the University of Colorado at Boulder (CU), students can participate in opportunities by receiving one of the following: COSGC fellowship, Stipend Position, Independent Study Credit, or Volunteer Position. This document details the COSGC policies and expectation of the Volunteer Position option.

COSGC Policies and Expectations:
New and returning CU students are eligible to receive a Volunteer Position (VP) at COSGC if all of the following conditions are met:

1. Student is in good academic standing with CU with a GPA of 2.5 or higher
2. Student’s semester credit load is no more than 17 credit hours
3. There is an available position on current project(s)
4. Student completes the Volunteer Position Agreement (VPA) form
5. Student completes the COSGC Code of Conduct form

Students who are offered a VP must demonstrate compliance with the above items to the COSGC Director, Deputy Director, and/or Academic Coordinator. A review of each student’s unofficial transcript will be completed as part of the VPA form completion.

A student seeking VP shall commit to a minimum of 4 hours of effort on assigned project per week. Exceptions to this hour commitment and above expectations will be considered but must be agreed to by both student and COSGC Staff before signing the VPA form. Additional expectations of VP students are detailed below.

1. Meetings:
During the process of completing the VPA, a minimum of three, 15 minute meetings will be scheduled between the VP student and the assigned COSGC staff member for the semester in which volunteering will occur. No reports are required for these meetings but attendance is required to maintain VP status at COSGC. The first meeting will be used to provide directions and instructions for the VP student semester effort. The second meeting will be used to evaluate the VP student progress and performance. The third and final meeting will review the VP student’s semester accomplishments and achievements.
as well review overall participation. In addition, VP students are expected to attend team and/or project meetings on a weekly basis.

2. Communications:
VP students are also expected to subscribe to general and project email lists on the website at [http://spacegrant.colorado.edu/boulderstudents](http://spacegrant.colorado.edu/boulderstudents). Additionally, COSGC Staff will communicate with VP students through email, online Doodle polls, and meetings described above.

3. Team Assignments
All tasks assigned to a VP student are expected to be completed thoroughly and in the best possible way to support their assigned team and project. Other students will depend on you and the completion of your work for the overall success of the project. You are expected to resolve issues preventing the completion of your task. If you are waiting for information from another student, immediately inform your Project Manager and/or COSGC Staff.

4. Time Sheets:
Each student shall document hours volunteered each week. This shall be done on the COSGC reporting system ([http://spacegrant.colorado.edu/reports/](http://spacegrant.colorado.edu/reports/)).

5. Hours
All time spent in meetings, writing reports, Outreach events, or doing Space Grant work counts toward hours volunteered each week. Hours may be worked at your convenience as long as you are attending required meetings, and communicating and documenting your work status with your team lead. Also, on-time weekly time reports are required using the on-line time keeping tool. It is expected that at least 50% of your time will be spent working with your team members in the same location. It is expected that each student attends all group common working hours and spends at least half of their weekly hours physically at Space Grant as teamwork is key to a successful volunteer experience. Again, a student seeking VP shall commit to a **minimum of 4 hours** of effort on assigned project per week.

6. Community Service:
VP students are not required to complete a COSGC Community Service Outreach Activity but it is encouraged if the student is interested. Opportunities for outreach activities will be emailed to COSGC General List with contact info for students interested in participating.

7. Code of Conduct:
Every VP student shall adhere to the COSGC Code of Conduct. Each VP student will complete a COSGC Code of Conduct form during their sign-up and/or COSGC orientation. Also reference the COSGC Student Handbook for further details.
Final COSGC Remarks:
The COSGC Staff expects the best from all students involved in the COSGC program. COSGC Staff and Students will follow the below stated University Policies as they reflect the environment we seek. This Volunteer Policy is designed to communicate to students the importance of their work at COSGC and that they should consider seriously the commitment they will have to make to participate in the COSGC Volunteer Program.

University Policies

Disabilities
If you qualify for accommodations because of a disability, please submit to me a letter from Disability Services in a timely manner so that your needs may be addressed. Disability Services determines accommodations based on documented disabilities. Contact: 303-492-8671, Willard 322, and www.Colorado.EDU/disabilityservices. Disability Services' letters for students with disabilities indicate legally mandated reasonable accommodations. The syllabus statements and answers to Frequently Asked Questions can be found at www.colorado.edu/disabilityservices.

Religious Obligations
Campus policy regarding religious observances requires that faculty make every effort to reasonably and fairly deal with all students who, because of religious obligations, have conflicts with scheduled exams, assignments or required attendance. Please review the assignment calendar for this class and notify the instructor by email within the first 2 weeks of class if you have such a conflict. See full details at http://www.colorado.edu/policies/fac_relig.html

Expected Environment
Students and faculty each have responsibility for maintaining an appropriate learning environment. Students who fail to adhere to such behavioral standards may be subject to discipline. Faculty have the professional responsibility to treat all students with understanding, dignity and respect, to guide classroom discussion and to set reasonable limits on the manner in which they and their students express opinions. Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender variance, and nationalities. Class rosters are provided to the instructor with the student's legal name. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the semester so that I may make appropriate changes to my records. Students are required to be familiar with the policies governing classroom behavior provided here:
http://www.colorado.edu/policies/classbehavior.html and at
http://www.colorado.edu/studentaffairs/judicialaffairs/code.html#student_code

Discrimination and Sexual Harassment
The University of Colorado at Boulder policy on Discrimination and Harassment (http://www.colorado.edu/policies/discrimination.html), the University of Colorado policy
on Sexual Harassment and the University of Colorado policy on Amorous Relationships applies to all students, staff and faculty. Any student, staff or faculty member who believes s/he has been the subject of discrimination or harassment based upon race, color, national origin, sex, age, disability, religion, sexual orientation, or veteran status should contact the Office of Discrimination and Harassment (ODH) at 303-492-2127 or the Office of Judicial Affairs at 303-492-5550. Information about the ODH and the campus resources available to assist individuals regarding discrimination or harassment can be obtained at http://www.colorado.edu/odh.

**Honor Code**

All students of the University of Colorado at Boulder are responsible for knowing and adhering to the academic integrity policy of this institution. Violations of this policy may include: cheating, plagiarism, aid of academic dishonesty, fabrication, lying, bribery, and threatening behavior. All incidents of academic misconduct shall be reported to the Honor Code Council (honor@colorado.edu; 303-725-2273). Students who are found to be in violation of the academic integrity policy will be subject to both academic sanctions from the faculty member and non-academic sanctions (including but not limited to university probation, suspension, or expulsion). Other information on the Honor Code can be found at http://www.colorado.edu/policies/honor.html and at http://www.colorado.edu/academics/honorcode/.